

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
Office of Employee Wellness
Duty Statement
And
Essential Function List

Classification: Clinical Social Worker (Health/Correctional Facility) Safety
Working Title: Behavioral Health and Wellness Consultant
Headquarters: 1515 S Street, Sacramento, CA 95811

Position Number: 065-544-9872-XXX

Appointment Tenure/Time Base: PFT

Appointee: _____

Effective Date: _____

Collective Bargaining Identifier (CBID): R19

Probationary Period: 12 Months

Conflict of Interest Filer: _____

Bilingual Position: No

DMV Pull Program: Yes

This position requires the incumbent to possess a high work ethic, communicate effectively (orally and in writing) in dealing with employees; demonstrate excellent interpersonal skills; a working knowledge of law enforcement/correctional-organizational dynamics and culture, and an understanding of the working conditions unique to a correctional setting. The position will be instrumental in developing and achieving a dynamic proactive behavioral health program that is accepted and used by the California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) staff and their families, not just during and after a critical incident, but before an incident occurs.

- **Position Summary:** Under the general direction of the Chief Psychologist, Office of Employee Wellness (OEW), the Clinical Social Worker (H/CF) Safety, is a licensed clinical social worker and serves as a Behavioral Health and Wellness Consultant to the Department. The incumbent performs complex professional work related to providing behavioral health and wellness services to CDCR and CCHCS employees and augments the employee wellness infrastructure which includes mental health professionals properly trained to assist law enforcement employees and their families. The incumbent will provide brief, solution-focused counseling, consultation and coaching to all levels of staff and provide professional input, from a mental health perspective, on the development, implementation, delivery and evaluation of new CDCR Health and Wellness programs and enhancement of existing programs. Must work effectively under stressful conditions, work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shift (day/night). Statewide travel on short notice and may be required for extended periods of time.

Supervision Received: Under the general direction of the Associate Director, Chief Psychologist, OEW.

Supervision Exercised: This position does not supervise staff

Description of Duties

% Essential Function

- 35% Empower and build relationships with CDCR and CCHCS staff and provide a confidential avenue to aid them in navigating through professional and personal difficulties by being available and responsive to their needs. Oversee incident response plans, provide guidance and respond to any issues that may arise within one's specific region they are assigned to. Advise and assist staff in situations, including providing referrals and crisis intervention when needed. Assist in responding to the immediate individual and group recovery needs of staff after significant incidents. Provide community and online mental health resources and referrals as needed. Extensive travel within the state as required for mission accomplishment.
- 25% Provide crisis interventions for mental health/situational needs, including but not limited to, facilitating emergency care, notifying authorities in cases of likely imminent harm to self or others, and/or when a staff member's condition/behavior imminently threatens the safety/security/operation within the workplace. Intervene and make independent decisions regarding complex, confidential and sensitive staff issues.
- 25% Provide consultation and assistance to CDCR management and/or individual workgroups regarding solutions to ongoing or anticipated problems involving stress resiliency and other mental health issues impacting CDCR employees; utilizing a mental health perspective, participates in the planning, development, implementation, delivery, and evaluation of a comprehensive program of health and wellness services to CDCR employees. Advise departmental authorities of common trends and assist in developing workable solutions that relate to employee physical health and mental wellbeing. Working with the Office of Training and Development, contribute to the development of interactive training sessions for employees on a variety of topics such as behavioral wellness, stress management, active listening skills, domestic violence, substance abuse education, characteristics of individuals who are in crisis or actively suicidal, crisis intervention and the identification of the signs of stress and trauma following an incident, and employee motivation to facilitate the overall wellness of the Department's workforce.
- 15% Collect, analyze and report on qualitative and quantitative data to inform best practices and to guide departmental recommendations in decision making. Research and provide input regarding best practices related to behavioral wellness guidelines for employee services; prepare reports and conduct special projects and research on behavioral wellness; and develop health interventions. Work with the California Department of Human Resources (CalHR), the California Public Employees Retirement System (CalPERS), and health care providers regarding the assessment of behavioral health services for CDCR employees and their families. Collaborate with partners in the community, including providers, labor organizations, and community resources to research and keep apprised of best practices, and to identify and develop adequate support for CDCR employees and their families; and develop and maintain an effective working relationship with the self-help community.

SCOPE AND IMPACT

Responsibility for Decisions and Consequence of Error: Assume and demonstrate independent responsibility for decisions and actions having staff and programmatic impact. High consequence of error.

Personal Contacts:

- Internal: Secretary, Undersecretaries, Directors, Deputy Directors, Division Chiefs, Wardens, Regional Parole Administrators, departmental medical and mental health professionals, line supervisors and staff.
- External: Stakeholders, local mental health professionals, other governmental agencies, union representatives, community organizations

Education and Experience Requirements:

- Must be a Licensed Clinical Social Worker

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

Knowledge of principles, procedures, techniques, trends, and literature of social work with particular reference to clinical social work, psycho/social aspects of mental and developmental and physical disabilities; community organization principles; scope and activities of public and private health and welfare agencies; characteristics of mental, developmental, and physical disabilities; current trends in mental health, public health and public welfare; and Federal and State programs in these fields.

Ability to utilize and effectively apply the required technical knowledge; establish and maintain the confidence and cooperation of persons contacted in the work; secure accurate psycho/social data and record such data systematically; prepare clear, accurate, and concise reports, work with family and community agencies in preparation for discharge; develop and implement programs; provide professional consultation; analyze situations accurately and take effective action; communicate effectively.

Special Personal Characteristics:

An objective and empathic understanding of individuals with mental, developmental, or physical disabilities; flexibility to alter hours as needed; tolerance; tact; emotional stability; and respect for persons from diverse backgrounds.

Special Physical Characteristics:

Have and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful situations without compromising their health and well-being or that of their fellow employees, patients or inmates.

Drug Testing Requirement:

Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

DESIRABLE QUALIFICATIONS

Incumbent must demonstrate the ability to perform assigned functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- Working knowledge of law enforcement/correctional-organizational dynamics and culture
- Knowledge of working conditions unique to a correctional setting
- Knowledge of common and unusual stressors in public safety work and strategies to mitigate their impact
- Understanding of normal and abnormal adaptation to occupational stress and trauma
- Experience providing evidence-based treatment related to depression, anxiety, substance use disorders and trauma-related issues in adults
- Experience providing short term solution focused treatment
- Understanding of domestic violence and substance abuse treatment interventions
- Understanding of the unique aspects of confidentiality and testimonial privilege when providing services to public safety personnel and/or agencies
- Knowledge of behavioral health care services
- Knowledge of principles of recovery and wellness in behavioral health service and trained in trauma informed care
- Eye Movement Desensitization and Reprocessing (EMDR) or brain spotting experience preferred
- Must possess excellent written and verbal communication skills

PHYSICAL AND ENVIRONMENTAL DEMANDS

And

WORKING CONDITIONS AND REQUIREMENTS

Administrative Essential Functions:

- Must be able to be on standby, on-call to provide assistance.
- Maintain regular and reliable attendance, be punctual, and complete the workday and workweek in accordance with the position requirements.
- Maintain certifications and licensure as required by job specification and licensing or certifying body.
- Perform all duties within the scope of licensure and adhere to Code of Ethics of CDCR and the National Association of Social Workers.
- Identified work location is CDCR HQ (1515 S St.) but will be required to work at any CDCR location including any departmental location regardless of level of security, acuity, or population gender including; but not limited to, inside housing units, clinical environments.
- Be supervised or directed by assigned manager or supervisor.
- Maintain cooperative working relationships with members of staff, public officials, wardens, institutional and administrative staff, legal, public agencies, and professional groups.
- Function professionally under highly stressful circumstances, get along well and interact with co-workers, managers/supervisors, in person and through electronic and verbal means of communication, in a professional and courteous manner to accomplish common tasks.

- Interpret and apply appropriate laws, rules, regulations, policies, etc. in order to gather and provide information and respond to inquiries from within and outside the Department to ensure compliance.
- Communicate effectively, intelligibly, and professionally, by way of verbal, written, or electronic communication, disseminate information, respond to inquiries, provide direction and training, and document appropriate information.
- Legibly and intelligibly document, prepare, report, and maintain records of clinical services provided; using word processor (e.g. MS Word), spreadsheet (e.g. MS Excel), and database programs.
- Inspect, observe, lock, and secure medical records and materials.
- Work under pressure and under tight deadlines.
- Represent the Department at formal and informal settings such as meetings, conferences, hearings, etc.
- Solve problems, reason, and make sound clinical judgments in patient assessment, diagnostic planning, and therapeutic planning.
- Comprehend, retain, integrate, synthesize and apply information to meet departmental demands.
- Work independently and with minimal, or at times, no supervision.
- Follow verbal and written instructions.
- Accept appropriate suggestions and constructive criticism and if necessary, respond by modification of behavior.
- Manage the use of time effectively and prioritize actions to complete professional and technical tasks within expected time constraints.
- Exercise professional judgment and ethical behavior at all times.
- Possess reading and writing skills sufficient to meet departmental demands.
- Identify and communicate limits of one's own knowledge and skills to others when appropriate.
- Multitask and deal with changing priorities.
- Must work effectively under stressful conditions, work effectively and cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shift (day/night).
- Statewide travel on short notice and may be required for extended periods of time.

Physical Essential Functions:

- Ability to respond quickly and appropriately during an emergency situation.
- Access all floors of facilities with multiple levels separated by flights of stairs.
- Have and maintain sufficient strength, agility, and endurance in order to respond during stressful or emergency (physical, mental, and emotional) situations without compromising the health and well-being of self or others.
- Have mental capacity to recall an incident in order to accurately document it in writing.
- Maintain and ensure confidentiality of all information, records, documents, concerns, issues, etc.
- Lift and carry occasionally to frequently, in the light (up to 20 pound maximum) range, from the ground to an overhead position.
- Push, pull, and grip occasionally to frequently to constantly.
- Sit and stand occasionally to frequently to continuously.

- Stoop, bend, kneel, reach, squat, climb, crawl, twist and stretch, occasionally to frequently to continuously.
- Walk occasionally to frequently to continuously on a wide range of surfaces for varying distances, indoors or outdoors, in various weather conditions, which may become slippery due to the weather or spillage of liquids or which may be uneven or rough.
- Ability to travel via car, plane or train within the state as required including short notice travel.
- Observe and react to hazards, warnings, and alarms, sirens, flashing lights, voice commands and hand signals. Be aware of safe working practices.
- Withstand periodic exposure to chemical agents, including cleaning agents and solvent, and excessive noise.
- Use fingers and hands steadily, occasionally to frequently.
- Use and operate common office machines/equipment including telephones, cellular telephones, photocopiers, fax machines, personal computers, laptops, keyboards, video display terminals, printers, mail machines/scales/meters, calculators and similar equipment to complete assigned duties.
- Attend and participate in various training courses (e.g., orientation, staff meetings, in-service training, on-the-job training, conferences) to comply with departmental policies, procedures or supervisory directive, as needed or required.
- Perform required tasks in various lighting conditions, including dim or bright light.
- Expected to maintain safety by reporting misconduct, and activating an alarm when security breaches that could lead to injuries or escape occur.
- Ability to work in a confined space.
- Ability to work indoors and outdoors.

I certify that the above information is an accurate and complete list of the essential functions required for this job.

_____	_____	_____
HIRING AUTHORITY NAME & TITLE – PRINT	SIGNATURE	DATE

_____	_____	_____
OFFICE OF PERSONNEL SERVICES - PRINT	SIGNATURE	DATE

_____	_____	_____
EMPLOYEE HEALTH AND WELLNESS – PRINT	SIGNATURE	DATE